

ARIZONA BOARD OF APPRAISAL
SUPERVISING APPRAISER'S NOTIFICATION OF ENGAGEMENT/TERMINATION OF TRAINEE

Effective July 2, 2007:

- R4-46-101:** "Direct supervision" means that a supervising appraiser is physically present to direct and oversee the production of each appraisal assignment.
- "Practicing Appraiser" means a state licensed or certified appraiser in good standing engaged in performing appraisal assignments.
- "Supervising appraiser" means a state certified appraiser in good standing with a minimum of four years of experience within the last four years as a practicing appraiser who engages in direct supervision of a trainee pursuing a state license or certificate and provides training for work included within the supervising appraiser's classification. This definition is effective January 1, 2008.
- "Trainee" means an individual who is being taught to become a state licensed or certified appraiser under the direct supervision of a supervising appraiser.

R4-46-201(D):

1. A supervising appraiser shall instruct and directly supervise a trainee for any classification of license or certificate in the entire preparation of each appraisal. The supervising appraiser shall approve and sign all final appraisal documents. To demonstrate responsibility for the instruction, guidance, and direct supervision of the trainee, the supervising appraiser shall:
 - a. Sign the appraisal report and certify the report is in compliance with the Uniform Standards of Professional Appraisal Practice,
 - b. Personally supervise the entire physical inspection of each appraised property with the trainee, and
 - c. Review and sign each trainee appraisal report.
2. A trainee may have more than one supervising appraiser, but a supervising appraiser shall not supervise more than three trainees at any one time. A trainee shall maintain an appraisal log for each supervising appraiser and, at a minimum, include the following in the log for each appraisal:
 - a. Type of property,
 - b. Date of report,
 - c. Property description,
 - d. Description of work performed by the trainee and scope of review and supervision by the supervising appraiser,
 - e. Number of actual work hours by the trainee on the assignment, and
 - f. The signature and state certificate number of the supervising appraiser. This subsection (D)(2)(f) is effective January 1, 2008.
3. A supervising appraiser and trainee shall work in the same geographic area, and in no event shall the supervising appraiser and trainee work in different states.
4. A supervising appraiser shall provide to the Board in writing the name and address of each trainee within 10 days of engagement, and notify the Board in writing immediately upon termination of the engagement. A state certified appraiser is not eligible to be a supervising appraiser unless the appraiser's certificate is in good standing and the appraiser has not been subject to license or certificate suspension, probation, or mentorship within the last two years. This subsection (D)(4) is effective January 1, 2008.

To comply with the Board's rules, the undersigned supervising appraiser notifies the Board of the following:

PLEASE PRINT:

Name of Trainee	Address of Trainee (No P.O. Boxes)	Date of Engagement	Date of Termination

_____ Name of Supervising Appraiser

_____ License/Certificate Number of Supervising Appraiser

_____ Original Issue Date of Supervising Appraiser's License/Certificate (Must have a minimum of four years as practicing appraiser)

_____ Termination date of Supervising Appraiser's last suspension, probation or mentorship (Must not be within the prior two years)

By signing below, the Supervising Appraiser acknowledges that he/she has read, understands and will comply with A.A.C. R4-46-101, A.A.C. R4-46-201(D), above, and Substantive Policy Statement #2, Guidelines for Supervising Appraisers and Trainees. By signing below, the Supervising Appraiser also acknowledges that he/she has provided a copy of this Notification and a copy of Substantive Policy Statement #2, Guidelines for Supervising Appraisers and Trainees to the Trainee named above.

_____ Date _____ Signature of Supervising Appraiser

(Revised 9/07) File signed original with Board Copy for Supervising Appraiser Copy for Trainee (to be filed with application)